FILE DISPOSITION INSTRUCTIONS LISTING

1.1 File Plan - Records Disposition Plan (Update Annually)

1.2 Suspense Control - Records and notes indicating date items are due. This should consist of 12 folders, one for each month. An optional 31 folders, one for each day. Both of these files should be rotated to make them function properly. With this simple file, you won't miss any suspense dates.

1.3 Administration - General correspondence File
DEST: When superseded, obsolete, or no longer needed.

NOTE: In the first folder of each functional area is a **General Correspondence File.** When you have 2 pieces of correspondence pertaining to the same subject, make a new folder.

1.3 Awards Information File
DEST: When superseded, obsolete, or no longer needed.

1.3 Authorization File (Job Assignments)
DEST: When superseded, obsolete, or no longer needed.

1.3 Director's Reports
DEST: When superseded, obsolete, or no longer needed.

1.3 Encampment Information File
DEST: When superseded, obsolete, or no longer needed.

1.3 Extension Course Institute (ECI) Information File
DEST: When superseded, obsolete, or no longer needed.

1.3 Fingerprint Card Information File
DEST: When superseded, obsolete, or no longer needed.

1.3 Meeting Sign-in Sheets
Cut of annually and place in the inactive file.
DEST: One year after cut off.

NOTE: Example for file label on an annual file.

     1.3 Meeting Sign-in Sheets
     COFF: 31 Des 02
     DEST: 1 Jan 04

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1.3 Membership Information File
DEST: When superseded, obsolete, or no longer needed.

1.3 Organizational Action File (CAP Forms 27 and related papers)
DEST: When superseded, obsolete, or no longer needed.

1.3 Professional Development Information File
Cut off annually and place in inactive file.
DEST: One year after cut off.

1.3 Policy Letters
DEST: When superseded, obsolete, or no longer needed.

1.3 Project/Activity Approval Information File
DEST: When superseded, obsolete, or no longer needed.

1.3 Promotion Information File
DEST: When superseded, obsolete, or no longer needed.

1.3 Publications and Blank Form Information File
DEST: When superseded, obsolete, or no longer needed.

1.3 Recruiting Information File
DEST: When superseded, obsolete, or no longer needed.

1.3 Required Staff Training
DEST: When superseded, obsolete, or no longer needed.

1.3 Scholarship Program
DEST: When superseded. Obsolete, or no longer needed.

1.3 Senior Monthly Membership Listing
Cut off annually and place in the inactive file.
DEST: One year after cut off.

1.3 Senior Member Professional Development Program
DEST: When superseded, obsolete, or no longer needed.

1.3 Senior Training Report
Cut off annually and place in the inactive file.
DEST: One year after cut off.
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1.3 Testing Information File

DEST: When superseded. Obsolete, or no longer needed.

1.3 Uniform Information File
DEST: When superseded, obsolete, or no longer needed.

1.6 Monthly Unit Consolidated Report (Group 12)
Cut off annually and place in the inactive file.
DEST: One year after cut off.

1.6 Operating Instructions
DEST: When superseded, obsolete, or no longer needed.

1.8 Memorandum of Understanding between the Federal Highway Administration and CAP
DEST: When superseded, obsolete, or no longer needed.

1.8 Memorandum of Understanding between the U.S. Air Force and CAP
DEST: When superseded, obsolete, or no longer needed.

2.0 Aerospace Education - General Correspondence File
DEST: When superseded, obsolete, or no longer needed.

2.1 National Congress on Aviation and Space Education Information File
DEST: When superseded, obsolete, or no longer needed.

3.0 Cadet Programs
DEST: When superseded, obsolete, or no longer needed.

3.1 Cadet Advisory Council Information File
DEST: When superseded, obsolete, or no longer needed.

3.2 Cadet Programs Today (Newsletter from Nat Hq)
Cut off annually and place in the inactive file.
DEST: One year after cut off.

4.0 Chaplain - General Correspondence File
DEST: When superseded, obsolete, or no longer needed.

5.0 Inspector General - General Correspondence File
DEST: When superseded, obsolete, or no longer needed.
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5.1 Inspection Guides

DEST: When superseded, obsolete, or no longer needed.

6.0 Financial Management - General Correspondence File
DEST: When superseded, obsolete, or no longer needed.

6.18 Reimbursement of Private Pilots
DEST: When superseded, obsolete, or no longer needed

7.0 Legal - General Correspondence File
DEST: When superseded, obsolete, or no longer needed.

8.0 Operations - General Correspondence File
DEST: When superseded, obsolete, or no longer needed.

8.1 Mission Training Authorizations (CAP Forms 10, Request and Report for Training/Evaluation Mission)
DEST: When superseded, obsolete, or no longer needed.

8.2 Emergency Services Qualification Documents (CAP Forms 100, Request for Operational Mission Qualification Card, CAP Form 101, or Specialty Training Card 101T)
DEST: When superseded, obsolete, or no longer needed.

8.3 Non-CAP Passengers (CAP Forms 9, Waiver to fly Non-CAP Members - Release of non-CAP Members).
Cut off 30 Sep each year and place in the inactive file.
DEST: One year after cut off.

8.8 AFRCC Reports (Mission: Actual & Training, CAP Forms 102 through 110)
Cut off 30 Sep each year and place in the inactive file.
DEST: 4 years after cut off.

SAMPLE LABLE

8.8 Mission: GLLR-IL-02-09
DATE(s) of Mission
COFF: 30 Sep 02
DEST: 1 Oct 06

FORMS THAT GO IN THE MISSION FILE

CAP Form 102 (Combined SAR and CD alert/General Briefing)
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CAP Form 103 (Mission Authorization/Personnel Register)
CAP Form 104 (Mission Flight Plan/Briefing Form)
CAP Form 106 (Ground Interrogation Form)

CAP Form 107 (Flight Operations Log)
CAP Form 108 (CAP Payment/Reimbursement Document for
                Aviation/Automotive, Miscellaneous Expense)
CAP Form 109 (Ground Team Clearance)
CAP Form 110 (Air/Ground of Point to Point Log)

8.11 Orientation Flight Information File
DEST: When superseded, obsolete, or no longer needed.
8.13 Individual Pilot Records (Arranged Alphabetical)
Maintained IAW CAP regulation 60-1

8.14 Counternarcotics Information File
DEST: When superseded, obsolete, or no longer needed.

8.14.1 Counternarcotics Training File
DEST: When superseded, obsolete, or no longer needed.

8.14.2 Counternarcotics Program
DEST: When superseded, obsolete, or no longer needed.

8.15 Emergency Services Information File
DEST: When superseded, obsolete, or no longer needed.

8.15.2 Illinois Disaster Aviation Support Plan
DEST: When superseded, obsolete, or no longer needed.

8.15.3 Illinois Emergency Management Agency Plan (IEMA)
DEST: When superseded, obsolete, or no longer needed.

8.15.4 Earthquake Information File
DEST: When superseded, obsolete, or no longer needed.

9.0 Safety - General Correspondence File
DEST: When superseded, obsolete, or no longer needed.

9.1 The Sentinel (Safety Newsletter for Nat. Hq.)
Cut off annually and place in the inactive file.
DEST: One year after cut off.
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10.0 Logistics - General Correspondence File
DEST: When superseded, obsolete, or no longer needed
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10.8 Vehicle Records
DEST: When superseded, obsolete, or no longer needed.

10.10 Real Estate Property (Trailers)
DEST: When superseded, obsolete, or no longer needed.

11.0 Personnel - General Correspondence File
DEST: When superseded, obsolete, or no longer needed.

11.2 Individual Personnel Records (Senior Members & Cadets, arranged alphabetical)
NOTE: Cut off when membership expires, or member transfers. Records not requested by former member will be removed from active file and placed in the inactive file. If not requested by 5th year, destroy

12.0 Public affairs - General Correspondence File
DEST: When superseded, obsolete, or no longer needed.

13.0 Communications - General Correspondence File
DEST: When superseded, obsolete, or no longer needed.

13.1 CAP Packet Radio Training and Operations Manual
DEST: When superseded, obsolete, or no longer needed.

NOTE: CAP Regulation 10-2 (Files Maintenance and Records Disposition, dated 10 May 1999, did not make provisions for a communications file. I have taken the liberty to add functional area 13 for that purpose.

INACTIVE FILES: Disposition Instructions on these files should be checked periodically, so as not to have a build up of old files.

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